

## Monterey Peninsula College

### Process for Requesting to Fill Classified Positions

(All vacancies, increases in hours/months, and/or new positions)

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

*Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 120 days following the vacancy. This limit is designed to encourage prompt review of the vacancy. (Once a position has been opened for recruitment, however, Education Code Sec. 88003 further limits such employment to 60 days.)*

**1. Replacement (no changes) or NEW position**

|                            |                          |                                   |                                      |
|----------------------------|--------------------------|-----------------------------------|--------------------------------------|
| Department:                | Reading Center           | Last Incumbent:                   | <del>New</del> Conversion from temp. |
| Position Title:            | Instructional Specialist | Date of vacancy:                  |                                      |
| Service Class:             | 14-A                     | Funding Source:                   | General                              |
| Hours per week:            | 18                       |                                   |                                      |
| Months per year:           | 8 1/2                    | Bilingual Required:               | No<br><i>VP signature Required</i>   |
| Days & Hours to be worked: | To be arranged           | Night Shift or Graveyard stipend? | None                                 |

**2. Revised position or changed position (complete section above for comparison)**

|                            |  |                                   |   |
|----------------------------|--|-----------------------------------|---|
| Department:                |  | Last Incumbent:                   |   |
| Position Title:            |  | Date of vacancy:                  |   |
| Service Class:             |  | Funding Source:                   |   |
| Hours per week:            |  |                                   |   |
| Months per year:           |  | Bilingual Required:               | Yes or No<br><i>VP signature Required</i> |
| Days & Hours to be worked: |  | Night Shift or Graveyard stipend? | None NS GY                                |

**3. Annual Cost of the Proposal, and source of funds:**

\$9,547.00; roll-up costs \$453.00; total: \$10,000.00

4. Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary):

This request is a second request and is in response to the need to convert our temporary hires to permanent. As was stated in the first request, the Reading Center's current budget has not been changed since 2004. At that time, we were supporting 3 sections of English 302 and English 322 labs—a total of about 45 lab students. This semester, we have 10 sections of English 322 and 302 classes to support, and we work with over 100 lab students, which means we now must provide over 200 weekly student contact hours in addition to the students who are registered in English 351/352.

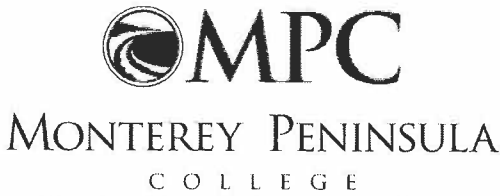
The difference in this second request is that we have studied the possibility of expanding some of our tutoring into groups of four. Logistically this seems to be a viable approach to working with more students and fewer tutors. Some of our students will continue to work one on one, and in groups of two, however those students with higher, meaning stronger, test scores will be the ones we assign into groups of four. We have looked back several semesters to determine that in each semester, there have been enough of the high scoring students to make up twelve groups.

Using groups of four we will be able to cover the additional 50 students per semester that the temps now work with using only four tutors instead of 6.

| Section     | Lab # | Students | Hours |
|-------------|-------|----------|-------|
| English 302 | 1     | 15       | 15    |
| English 302 | 2     | 15       | 15    |
| English 302 | 3     | 15       | 15    |
| English 322 | 1     | 10       | 10    |
| English 322 | 2     | 10       | 10    |
| English 322 | 3     | 10       | 10    |
| English 322 | 4     | 10       | 10    |
| English 322 | 5     | 10       | 10    |
| English 322 | 6     | 10       | 10    |
| English 322 | 7     | 10       | 10    |
| English 322 | 8     | 10       | 10    |
| English 322 | 9     | 10       | 10    |
| English 322 | 10    | 10       | 10    |

| Section     | Lab # | Students | Hours |
|-------------|-------|----------|-------|
| English 302 | 1     | 15       | 15    |
| English 302 | 2     | 15       | 15    |
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| English 322 | 3     | 10       | 10    |
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| English 322 | 10    | 10       | 10    |

**Classification/Position: Instructional Specialist Date: March 24, 2010**

| steps   | REPLACEMENT POSITION   | Initials/Date | steps | NEW OR CHANGED POSITION*   | Initials/Date |
|---|--|---------------|-------|--|---------------|
| 1   | Chair/manager discusses vacant position with division/area and other relevant group(s).                              |               | 1     | Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).   |               |
| 2   | Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost. |               | 2     | Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.                       |               |
| 3   | VP discusses request with Vice Presidents and President  |               | 3     | VP discusses request with Advisory Group.  |               |
| 4   | President makes final decision. VP presents to College Council for information.                                      |               | 4     | VP discusses request with Vice Presidents and President. HR informs MPCEA.   |               |
| 5   | HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .                     |               | 5     | College Council Reviews and makes a recommendation to the President. 2 Readings.*  |               |
|  |  |               | 6     | President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.) |               |
|   |  |               | 7     | HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps   |               |

VP's Authorization for Bilingual: \_\_\_\_\_

DATE: \_\_\_\_\_

President's Authorization: \_\_\_\_\_

Dr. Douglas Garrison

DATE: 7/26/10

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

\*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

(Approved 10/8/08)

Revised 8-08

(See Reverse)

**TEMPLATE FOR CLASSIFIED POSITION REQUEST**

**Position Title:** Instructional Specialist

**Dept/Program:** Reading Center

**Submitted by:** Paula Norton

**Search Committee Chair:**

**PT/FTE:**

**New or Replacement:** New

**Service Category:** 14-A

**Salary/Benefit Costs:** \$9, 547.00/\$453.00

**Net Additional Costs:**

**Funding Source:** General (01-0030-0-1500-0330-2400-000-00-2402)

**Are there Salary Savings:** No

**Description of duties and responsibilities:**

Tutor students enrolled in the Reading Center—English 351/352—as well as lab students in English 302 and English 322. Administer standardized tests, perform varied instructional support services related to the preparation and administration of instructional materials and equipment, assist in training tutors and perform general clerical duties.

**Special Considerations:**

We are one of the lab components for English 322 and 302; students need the lab to complete their English classes. We are an impacted program; every semester we have a waiting list for English 351/352 and we are unable to accommodate all the lab students who have been identified—through standardized testing—as in need of our services.

Since we moved into the library we have experienced a growth in our numbers due to increased exposure, and an increase in the sections of Eng. 322 and 302 that are offered. This discrepancy has been noted in our Program Review and Action Plans regularly.

**Does Position act as an entry point for the college? Yes Should it be bilingual? No**

- I am requesting this position be considered by the Vice President to be designated Bilingual Required.
- No, this position should not be bilingual required

**What would happen if this position weren't approved?**

Reading skills are fundamental to a student's success at the college level. This increased need for reading skills development at the college level evidenced by Reading Center enrollment is a reflection of societal and cultural changes. It can be anticipated that this need will continue to grow. If these positions are not approved it will reduce services in a basic skills area where there has been and will continue to be growth.

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Using groups of four we will be able to cover the additional 50 students per semester that the temps now work with using only four tutors instead of 6.

| Section         | Number of Students | Number of Tutors | Weekly Contact Hours |
|-----------------|--------------------|------------------|----------------------|
| English 302     | 45                 | 6                | 270                  |
| English 322     | 100                | 4                | 400                  |
| English 351/352 | 100                | 4                | 400                  |
| <b>Total</b>    | <b>145</b>         | <b>14</b>        | <b>1070</b>          |

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Dr. Douglas Garrison

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